



## HUMAN RESOURCES

### NEW HIRE CHECKLIST - HUMAN RESOURCES

Name: Esmeralda Lara  
Job Title: Custodian  
Date of Hire: 12/03/2018

Employee #: 3008  
Department: Economic Development

## HUMAN RESOURCES

- Create Employee Change of Status Form
- Slot # 15 Replacing: NEW SLOT
- Schedule New Hire Orientation on 12/03/2018
- Schedule ID Badge Session on 12/03/2018
- Schedule Online Training on N/A
- Create Personnel File folder
- Create Swipe Card
- Key into Incode with comments
- Fax New Hire Reporting Form
- Add to Key Prong List (if applicable)
- File I-9 with copy of Acceptable Documents
- Update Public Information file
- Update Salary Schedule
- Update Organization Chart
- Update Payroll Notice
- Collect Risk Management forms and place in personnel file
- Submit ECOS, W4, and Direct Deposit forms to HR Director
- File remaining documents in Personnel File folder and file in Active file

*Ensure employee is fully processed by checking off listed items once completed. Submit completed form to the Human Resources Director.*

Completed by: Cathy Hernandez Date: 12/03/18

Human Resources Director: Munguia



## CITY OF MISSION EMPLOYEE INFORMATION

### PERSONNEL INFORMATION

Name: Esmecaldalara

Address: \_\_\_\_\_

City/ST/Zip: \_\_\_\_\_

Status: [ ] Single [ ] Married [ ] Divorced [ ] Widowed

SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Race:  Hispanic  White  Black  Asian

Spouse Name: \_\_\_\_\_

Age: 54

Sex: F

### JOB INFORMATION

Date of Hire: 12/13/18 Job Title: Custodian Pay Rate: \$ 9.50

Have you been employed by another Texas Municipality? [ ] Yes: \_\_\_\_\_ [ ] No: \_\_\_\_\_

### DRIVER LICENSE INFORMATION

DL Number: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_ Expires: \_\_\_\_\_  
DL Number: \_\_\_\_\_ State: \_\_\_\_\_ Type: \_\_\_\_\_ Expires: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Cell Phone (\_\_\_\_\_) - \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
City/ST/Zip: \_\_\_\_\_ Cell Phone (\_\_\_\_\_) - \_\_\_\_\_

Employee Signature: Esmecaldalara Date: 12/13/18

### HUMAN RESOURCES USE ONLY:

Date Received: 12/03/18

Date Keyed: 12/03/18

HR Rep: M

## City of Mission Job Description

Job Title: **Custodian**

Classification: **Non-Exempt**

Department: Mission EDC

Division: Facility Maintenance

Supervisor: Facility Manager

Effective: October 1, 2018



### **I. JOB SUMMARY**

Keeps assigned city owned/used building(s) in clean and orderly conditions. May sweep, mop or scrub hallways, offices, restrooms, and stairs. May empty trash and garbage containers into designated trash bin for the building. May maintain building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities using hand tools. May clean debris from sidewalks and driveway from street to building. May mow lawn, trim shrubbery, and cultivate flowers, using hand tools, and power tools. May move and/or set up desks, tables, file cabinets, storage cabinets, and chairs in building as directed. May replace burned out light bulbs and dirty air conditioner filters. May clean restroom fixtures with proper cleaning solution and disinfectant. May remove old wax from floor and prepare for new wax as directed or scheduled. May apply new wax and buff walk space to a shine. May mix water, detergents, or chemicals to prepare cleaning solutions according to specifications. May scrub with appropriate cleaning solution and/or apply wax or other protective coating as required to walls, shelves, tables, sinks, desks, etc. Keep building secure from other persons entering after regular operating hours and while janitor work is being performed. Be sure all doors to be locked are locked and all windows are closed and locked before leaving each day/night. Report major building maintenance repair needs to the supervisor. This position has no supervisory responsibilities. Individual will perform other duties assigned by department head/supervisor.

### **II. EDUCATION REQUIREMENTS**

- High school diploma or G.E.D. preferred.
- Must have a ninth grade level written and oral communication proficiency.
- Must have six (6) months experience in a job as a janitor preferred or the ability to learn the job through on-the-job training.
- Must have knowledge of proper sequence of activities required to perform the job.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to fully comprehend instructions/directions written in English to at least the ninth grade level.
- Ability to establish and maintain an effective working relationship with co-workers and supervisor.

## City of Mission Job Description

Job Title: **Custodian**



con't – page 2

- Ability to perform work tasks independent of constant supervision.
- Ability to perform repetitive work on a continuous basis.
- Ability to match or discriminate between colors by sight or from memory sufficient to distinguish color safety codes and perform job accurately and safely.
- Ability to move hands easily and skillfully to handle/operate tool/machines to perform required tasks.
- Ability to interpret city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow both written and verbal instructions that require individual thought to complete the task or series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.

### **V. ESSENTIAL JOB FUNCTIONS**

- Keep assigned city building(s) in a clean and orderly condition.
- Sweep, mop, vacuum, and/or dust floors in offices, restrooms, storage areas, hallways, conference rooms, and other areas of the city owned/used buildings.
- Dust and/or wax desks, table tops, and work surfaces as directed.
- Mix water, detergents, or chemicals to prepare cleaning solution according to specifications as directed.
- Strip floor surfaces of wax or other protective coating and apply new wax or protective coating.
- Operate buffer and other cleaning equipment within common, acceptable, and demonstrated safety procedures.
- Replace burned out light bulbs and filters in air conditioning/heating system as directed or scheduled.
- Keep outside walkways clean of debris and dirt. (May include driveway from public street to front of building).
- Mow grass in designated areas around building as directed.
- Trim shrubbery and grass around walkways, driveways, and buildings.
- Move and/or set up desks, tables, chairs, and/or storage cabinets as directed.
- Clean restroom fixtures with proper cleaning solution and disinfectant as directed.
- Clean/remove debris from any location in or around the assigned building(s) which may constitute a safety/health hazard.
- Maintain security in the building in accordance with the city policy and procedures.
- Submit reports to the supervisor as required on a timely basis.
- Perform all job functions with special attention to good public relations, safety, health and proper procedures.
- Follow a specific work scheduled if directed.
- Keep a sufficient inventory of materials, tools, and equipment on the site to perform job requirements without interruption.

## City of Mission Job Description

Job Title: **Custodian**



con't – page 3

- Attend meetings as directed by supervisor.
- Assist event set-up and tear-down.
- Prepare meeting rooms for scheduled use.
- Perform minor and routine maintenance through painting, plumbing, electrical wiring, and carpenter activities.

### **VI. NON-ESSENTIAL JOB FUNCTIONS**

- **NONE**

### **VII. EQUIPMENT/MATERIALS**

Supplies and safety equipment/materials to include but not limited to the following:

- Small power tools, Lawn care hand tools, Tool pouch, Rake, Dollie
- Brooms, Scrub cloths, Mops, Brushes,
- Detergents, Cleaning chemicals, Bucket
- Power buffering machines, Lawn mower, Weed eater
- Safety glasses, Gloves, Vest, Hard hat
- Rain boots and coat
- Policy & procedure handbook

### **VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	Amount of Time		
	None	Under 1/3	1/3 to 2/3
Wet humid conditions (non-weather)	X		
Work near moving mechanical parts		X	
Work in high, precarious places	X		
Extreme heat (non-weather)	X		
Extreme cold (non-weather)	X		
Outdoor weather conditions	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals	X		
Risk of electrical shock		X	
Work with explosives	X		
Risk of radiation	X		

### **IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is required to grip brooms, mops, buckets, blower, rags, and ladder for the maintenance of buildings.

## City of Mission Job Description

Job Title: **Custodian**



con't – page 4

### **X. PHYSICAL DEMAND ANALYSIS**

#### **MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	F	Brooms, mops, bucket, rake
	6-10 lbs	F	Waste baskets with trash
	11-20 lbs	F	Vacuum cleaner, bucket with water
	21-25 lbs	F	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows
	51-75 lbs	O	Computer paper box
	76-100 lbs	N	
CARRYING	Over 100 lbs	N	
	Up to 5 lbs	F	Brooms, mops, bucket, rake
	6-10 lbs	F	Waste baskets with trash
	11-20 lbs	F	Vacuum cleaner, bucket with water
	21-25 lbs	F	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows
	51-75 lbs	O	Computer paper box
PUSH/PULLING	76-100 lbs	N	
	Over 100 lbs	N	
	Up to 5 lbs	F	Brooms, mops, bucket, rake
	6-10 lbs	F	Waste baskets with trash
	11-20 lbs	F	Vacuum cleaner, bucket with water
	21-25 lbs	F	Ladder to clean windows
	26-50 lbs	F	Ladder to clean windows & lawn mower
	51-75 lbs	O	Computer paper box, trash bins, lawn mower
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never

O-Occasional 1-33%

F-Frequent 34-66%

C-Constant 67-100%

**City of Mission Job Description**

Job Title: **Custodian**



con't – page 5

**NON-MATERIAL HANDLING ACTIVITIES**

Task	Frequency	Performance
BALANCING	F	Wet or slippery surfaces when mopping.
CLIMBING	F	Clean windows
STOOPING (bending at waist)	F	Picking debri from floor, squeezing mop to mop bldg. floor. Pickup trash cans to throw trash in dumpster.
KNEELING (one or both knees)	O	Pickup trash from floor
CROUCHING (bending at hips/knees)	F	Pickup trash from floor and maintenance of bldg.
CRAWLING	F	Pickup trash from floor and other items.
REACHING	C	Broom, mop, vacuum cleaner, ladder, reaching to throw trash.
TWISTING/TURN (rotation)	C	Mopping, cleaning floors, sweeping floors, throwing trash.
HANDLING (manipulated objects)	C	Broom, mop, vacuum cleaner, ladder, trash cans, rags, cleaners, paper, dusters,
STANDING	C	Mopping, cleaning floors, sweeping floors, throwing trash.
WALKING	C	Mopping, cleaning floors, sweeping floors, throwing trash.
SITTING	O	Taking breaks.
FINGERING (finger dexterity)	C	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,
GRASPING (whole hand activities)	C	Broom, mop, vacuum cleaner, ladder, trash cans, dust rags, dusters, cleaners, paper,

N-Never   O-Occasional 1-33%   F-Frequent 34-66%   C-Constant 67-100%

I, Esmelida Lara understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

Esmelida Lara  
Signature

12/3/18  
Date

